



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Wolfner Library

Division: State Library

Sub-Section:

TITLE: Patron Application Form - Eligible

CUTOFF: Two years of inactivity

DESCRIPTION: Patron service application form which includes certification of eligibility that meets National Library Service requirements. Certification is confirmed by licensed medical personnel or approved public agency personnel.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1162

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Patron Application Form - Ineligible

CUTOFF: Determination of ineligibility

DESCRIPTION: Applications for service from persons deemed ineligible per National Library Service guidelines or whose application lacked the required certification.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23448

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Reader Service Questionnaire

CUTOFF:EOCY

DESCRIPTION: Biennial patron satisfaction survey conducted to meet federal standards per Revised Standards and Guidelines of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped. Results are retained for statistical purposes and provide public relations quotes.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1167

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011